

2023 CDOT Operating/Administrative and Mobility Management Application Guidance

What Funds are Available?

Operating/Administrative grants. These funds are for agencies that directly provide or purchase transit service for the general public or specialized transit service in **rural** (*Census-designated area with a population under 50,000*) or **small urban** (*Census-designated area with a population between 50,000 and 200,000*) areas. Funding is available for the following programs:

5310 – rural operating for specialized transportation.

This funding is for agencies who operate specialized transit service (seniors and persons with disabilities) in rural areas.

5310 - small urban operating for specialized transportation. This funding is for agencies who operate specialized transit service (seniors and persons with disabilities) in small urban areas.

Note: 5310 funds are ineligible for administrative funds.

5311 – general public rural operating/administrative.

This funding is for rural agencies who provide transit service that is available to the general public.

5311 – purchased transit services for general public rural operation. This funding is for rural agencies who contract out their transit operating services.

Mobility Management grants. FTA Section 5310 funds are designed to improve mobility and meet the needs of seniors and persons with disabilities, such as operating a transportation brokerage, providing information or referral services, or operating a one-call/one-click system. CDOT administers Mobility Management funds limited to **rural** (*Census-designated area with a population under 50,000*) or **small urban** (*Census-designated area with a population between 50,000 and 200,000*) areas. Large urban 5310 funds are administered by MPOs.

The FTA Section 5310 program requires that projects funded through the program be included in a coordinated public transit-human service transportation plan.

An applicant who wishes to receive federal funding for a Mobility Management project must select one of the following application types:

- **5310 - rural for specialized transportation**
- **5310 - small urban for specialized transportation**

Who is Eligible to Apply?

FTA 5310 Operating eligible subrecipients include:

- A private non-profit organization
- A state or local governmental authority
- An operator of public transportation that receives a Section 5310 award indirectly through a recipient.

FTA 5311 Operating/Administrative eligible subrecipients include local government authorities, non-profit organizations, and demand response or fixed route service operators of public transportation in rural areas of Colorado, clearly promoting service as open to the public. Subrecipients must be willing to sign annual Certifications & Assurances, certifying compliance with all applicable federal and state regulations and create and/or maintain the following documents: Title VI plan, LEP plan, Asset Management plan, Service plan, ADA plan, and Drug & Alcohol policies and procedures.

FTA 5310 Mobility Management eligible subrecipients:

- A private non-profit organization directly providing transportation services;
- A local public body approved by the State (CDOT) to coordinate services for seniors and individuals with disabilities; this approval must be requested in advance and should demonstrate how the public body is coordinating with others in its area; or
- A local public body certifying that it serves a region where no non-profit organization is available. Public bodies must seek this certification prior to applying and must demonstrate due diligence in attempting to identify any local private non-profit entity that is or might be interested in providing services for seniors and individuals with disabilities.

When are the Applications Open?

Operating/Administrative grants.

Applications open on 7/5/2022 and close on 8/19/2022.

Mobility Management grants.

Applications open on 7/5/2022 and close on 8/19/2022.

What Types of Projects are Eligible?

Eligible FTA 5310 and 5311 Operating projects are those that directly provide or purchase transit service for both general public or specialized transit service. Eligible expenses are directly related to system operations. At a minimum, the following items must be considered as operating expenses.

- Fuel and oil expenses
- Vehicle maintenance activities
- Vehicle insurance
- Driver, supervisor and dispatcher salaries
- Fringe benefits
- Purchased transit services

Eligible FTA 5311 Administrative Expenses are considered as “non-operating expenses.” Eligible administrative expenses may include, but are not limited to:

- General administrative expenses (e.g., salaries of the project director, secretary, bookkeeper, and other essential administrative staff)
- Marketing expenses
- Insurance premiums or payments to a self-insurance reserve
- Office supplies
- Facilities and equipment rental
- Standard overhead rates
- The costs of administering drug and alcohol testing

Eligible FTA 5310 Mobility Management projects consist of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers. *Mobility management does not include operating public transportation services.* Eligible Mobility Management expenses may include, but are not limited to:

- Purchased transit services
- Operating a transportation brokerage to coordinate service providers
- Providing information and referral services and/or resources
- Operating one call-one click systems and/or call centers
- Supporting local partnerships that coordinate transportation services, such as Regional/Local Coordinating Councils (R/LCC's)
- Staffing for the development and implementation of coordination plans
- Providing travel training and trip planning activities

Is a Local Match Required?

Operating.

5310 Rural	Yes, 50%
5310 Small Urban	Yes, 50%
5311 Rural	Yes, 50%

Administrative.

5310 Rural	Not eligible
5310 Small Urban	Not eligible
5311 Rural	Yes, 20%

Mobility Management.

5310 Rural	Yes, 20%
5310 Small Urban	Yes, 20%

In-Kind Match is allowable (e.g., donations, volunteered services) but must be formally documented to show the fair market value of each in-kind contribution and represents a cost that would otherwise be eligible under the project.

What is the Typical Award Amount?

Previously Awarded 5311 Agencies/Services.

If you are not planning a service expansion in 2023, then your award amount is already determined based on the 5311 Funding Methodology recently adopted by the Transportation Commission.

New or Expansion 5311 Agencies/Services.

If you are a new agency or an existing FTA 5311 subrecipient that is planning a service expansion in 2023, your award will be based on the 5311 Funding Methodology that looks at your agency's size (calculated using the agency's revenue miles, revenue hours, number of trips, and budget).

5310 Operating and Mobility Management grants.

Although there is no typical award amount for Operating and Mobility Management projects, existing 5310 Operating and Mobility Management subrecipients should expect an award similar in size to their most recent award. The addition of new 5310 subrecipients may decrease award amounts for existing subrecipients.

How are Applications Scored?

FTA 5311 Operating/Administrative.

Applications are not scored. Agencies meeting FTA and CDOT requirements will receive an award based on the adopted 5311 Funding Methodology.

FTA 5310 Operating.

Financial Need (30%)

Service Need (30%)

Coordination/Performance Effort (40%)

Mobility Management grants.

Financial Need (30%)

Service Need (30%)

Coordination/Performance Effort (40%)

How Do I Apply?

Previously Awarded 5311 Agencies/Services.

Only agencies planning a service expansion in 2023 will need to complete an application. CDOT will reach out to you to set up your funding agreement for existing services.

New or Expansion 5311 Agencies/Services.

If you are a new agency or an existing FTA 5311 subrecipient that is planning a service expansion in 2023, then you will need to complete an application online using COTRAMS. Please contact Emily Barden, emily.barden@state.co.us, before completing the application. If you are a new applicant, you will first be required to complete a New Applicant Questionnaire to verify eligibility before gaining access to COTRAMS. Existing agencies will need to provide additional information about the proposed service expansion before applying. For both new and expansion services, a Basic Transit Services Plan must be conducted and attached to the 5311 operating application.

Mobility Management grants.

Applications need to be completed online using COTRAMS. If you do not have access to COTRAMS, please contact Emily Barden, emily.barden@state.co.us, to request access. If you are a new applicant, you will first be required to complete a New Applicant Questionnaire to verify eligibility before gaining access to COTRAMS.

What is the Schedule?

Applications open	7/5/2022
Applications close	8/19/2022
Review, scoring and selection	September 2022
Award discussion and approval	September 2022
Budgeting and programming	October 2022
Statement of Work creation	October 2022
Shopping cart	October 2022
Subaward agreements completed	November 2022
Subaward agreements executed	December 2022

Who Should I Contact for Questions?

Operating/Administrative questions:

Kim Phi, kim.phi@state.co.us
Transit Programming Specialist

Mobility Management questions:

Moira Moon, moira.moon@state.co.us
Transit Programs Unit Manager